

Interagency Committee of State Employed Women (ICSEW)

Committee Policies and Procedures

2.04 Attendance

Date of Original Issue: August 17, 2004

Date Modified: None

PURPOSE

This policy provides direction on attendance at ICSEW meetings.

INTENT

The intent of this policy is to provide clear expectations for attendance at ICSEW meetings.

SCOPE

This policy applies to all ICSEW governor appointees.

POLICY

Regular attendance at the ICSEW general meetings is essential so that decisions made represent the opinions of the committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. An ICSEW committee member may forfeit their appointment as a result of poor attendance.

Appointed representatives to ICSEW are expected to attend six scheduled general membership meetings per year.

In the absence of the member, an alternate may be designated to attend. The alternate may vote provided a signed proxy is submitted to the ICSEW Chair directly or through the Membership Chair at or prior to the bimonthly meeting.

PROCEDURE

Representatives with two consecutive excused absences in a calendar year will be contacted by the Membership Chair asking the member to recommit to ICSEW or relinquish their position to allow another individual to be appointed.

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Two unexcused absences will result in a letter being sent to the representative's director asking that another individual be appointed to represent the agency.

An absence will be excused when notice is provided at least two days in advanced of the meeting and the appointee has arranged for an alternate to attend in their absence.

RELEVANT LAW AND OTHER RESOURCES

ICSEW Bylaws

ICSEW Membership Roles and Responsibilities

Board Approved: July 17, 2004